

**Fee Study Update  
for the  
City of Santa Barbara  
Records & Archives  
MAY 2021**



**Revenue & Cost Specialists**

1519 East Chapman Ave, Suite C  
Fullerton, CA 92831

[www.revenuecost.com](http://www.revenuecost.com)  
(714) 992-9020





May 20, 2021

Mr. James Hamilton  
Community Development  
City of Santa Barbara  
630 Garden Street  
Santa Barbara, CA 93101

Mr. Hamilton,

This Report is submitted pursuant to our contract with the Community Development Department to perform a revenue and cost analysis for Records and Cashier Services.

The motivation for this study is the need of both the City Council and Department staff to maintain the Department's services at a level commensurate with the standards previously set by the City Council and to maintain effective policy and management control of Department services.

This Report provides current information about the Department's status on recovery of costs for Records and Cashier Services. In addition, it will assist in projecting and determining the future level and equity of these services.

RCS wishes to thank all Department staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Eric Johnson', with a long horizontal flourish extending to the right.

ERIC JOHNSON  
President

## EXECUTIVE SUMMARY

---

Revenue & Cost Specialists (RCS) has prepared this Fee Study so that the City of Santa Barbara may consider an update to its Records and Archives Division fee-based services. The Fee Study provides a factual and methodological support for an equitable approach to financing an array of services provided by the City to applicants and community members.

The principal goal of the Fee Study is to identify the total costs incurred by the City in the land development and building permitting processes. In turn, this information can be relied upon by the City Council to support budgetary policy decisions relative to full cost recovery. Fees that are set lower than full cost will be subsidized by the City's General Fund (and, therefore, the taxpayers). Legally, the fees must not exceed the cost of providing the service, but if they are lower than the full costs this will require the diversion of funds for other purposes (e.g., police and fire services) to cover the subsidized costs of processing development applications. While there are some rare exceptions to the recommendations of full cost recovery, it is widely accepted that fee amounts should ensure that applicants pay their fair share.

Utilizing those principals, this Fee Study analyzes a variety of services for the Records and Archives Division, and the summary results of that analysis are provided in Schedule I at the end of this Executive Summary. In short, the schedule indicates that the City is currently subsidizing application processing costs for the Records and Archives Division at a rate of approximately \$286,000 per year. If the recommendations in this Fee Study are implemented, that subsidy will be largely discontinued.

Organization of Report. This Executive Summary explains the core definitions and principles that guide this Fee Study. Those definitions and principles are integral to the methodology and approach utilized to determine the appropriate fee level for each type of cost. The report then lists the Types of Costs included in our analysis and our General Recommendations.

### **COSTS GENERALLY DEFINED**

The basic costs of operating any business are (i) direct labor and employee benefits, (ii) direct materials, and (iii) overhead costs. At its most basic level, this Fee Study (and any fee study) should allocate an appropriate portion of each category of cost to the overall cost of processing the various types of applications and approvals that are described below.

## City of Santa Barbara Records and Archives Fee Study Update

---

To fully understand the methodology of this Fee Study, however, it is also necessary to review some of the key legal principles relating to taxes and cost recovery in California. Specifically, after the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. Proposition 4, which ultimately became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Proposition 4 also specifically required that fees for services *not* exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

While the purpose of Proposition 4 is clear on its face, to remove any doubt the California Chamber of Commerce produced a summary of the "Drafter's Intent," which recommended a business-oriented approach to the costs of governmental services. The Drafter's Intent explained:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate *all appropriations* by an entity for reasonable costs appropriate for the continuation of the service overtime. This includes ongoing expenses such as *operation costs* and a *reasonable allocation for overhead and administration*, but it also includes *reasonable allocation for start-up costs* and *future capacity*. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."<sup>1</sup>

With the passage of Proposition 26 in 2010, these principles were codified with some changes. Article XIII C of the State Constitution was amended to formally declare that fees are not considered taxes if they do not exceed the reasonable costs of the service. Some of the types of services for which reasonable fees are allowable are:

- (1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the

---

<sup>1</sup> A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

reasonable costs to the local government of conferring the benefit or granting the privilege.

- (2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- (3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

Article XIII C also provides that a local government agency must demonstrate that the amount of revenue to be generated by a fee is no more than necessary to cover the reasonable costs of the governmental activity supported by the fee, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. This Report was prepared in accordance with these principles.

Further, Government Code section 66014 details that Planning applications and Building permits, "...may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue."

## **TYPES OF COSTS**

The Chamber of Commerce utilized terms such as “operation costs” and “reasonable allocation for overhead and administration” as broad categories of the types of costs that are properly recoverable. For purposes of this Fee Study, those categories for cost recovery are broken-down even further, to include (i) salaries and wages, (ii) employee fringe benefits, (iii) maintenance and operation costs, (iv) departmental overhead, and (v) general City overhead. Each of those categories are described and defined in greater detail below. They are then used in calculating the full cost recovery amount for each type of application in the cost detail worksheets provided as Appendix B to this Fee Study.

### Salaries and Wages

Because, the City is fundamentally a service provider, it is unsurprising that salaries and wages make up the single largest element of cost for most City services. In order to accurately and fairly determine how much employee time (and resulting wage/salary cost) was spent on each category of application interviews of City personnel were conducted, back-up documentation was reviewed and researched, and reports and accounting records were examined. The amount of time spent on each service was multiplied by the wage/salary rate of the personnel involved to yield that portion (wage/salary) of the overall cost of providing each service.

One hundred percent of the time of all City Records and Archives employees was distributed. In other words, everyone had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

### Employee Fringe Benefits

The cost of employee fringe benefits is allocated in proportion to the employee work time spent on each service/application type. For example, if an employee spends 4 hours working on an application (which is about .19% of an annual work-year), then a corresponding portion of the costs of fringe benefits (.19%, in this example) will also be allocated to the application’s cost.

### Maintenance and Operation Costs

To determine maintenance and operation costs, RCS examined the 2020-2021 Council-approved budget and determined the appropriate allocation for all non-personnel expenses, such as professional services, insurance, and operating supplies. The specific method of

## City of Santa Barbara Records and Archives Fee Study Update

---

allocation depended on the type of application. In many circumstances, maintenance and operation costs were allocated on a proportional percentage basis. However, in some circumstances, a direct allocation – where a specific project necessitated a specific professional service – was possible, in which case that more precise allocation was made.

### General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services and facilities required for the organization to function effectively. RCS has used the Cost Allocation Plan (CAP) prepared by the City to identify and allocate these costs to the remainder of the City organization. In the CAP, costs were allocated to end-user departments and divisions by applying an overhead allocation factor. Each factor was related to the work effort of its particular overhead element and was assessed for relevance and reasonableness.

Full Cost Distribution. The purpose of deriving general and departmental overhead costs is to apportion these amounts to direct service program costs. By adopting this method, the City will be aware of its true costs and be able to emulate business methods. Article XIII B's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Departmental Overhead. Costs in this category involve support functions within a department and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments. This would be for tasks such as supervision by a department head or clerical support by departmental administrative staff.

### **Fully Allocated Hourly Rates**

All of the above items make up the fully allocated hourly rate which is calculated for each position within the Records and Archives staff.



### **Service Center Costs**

Various meetings were held with City staff to identify each service being provided and then allocated staff time to these services. This service time was refined over the course of these meetings until all available staff time was allocated and represented an accurate allocation.

The above fully allocated hourly rates were then applied against the staff service time to calculate the fully allocated cost of each service.

The service revenue -- fee or charge for a service -- and the related service cost comprise a service center. Each service center has a unique "Revenue and Cost Summary Worksheet" and a matching "Cost Detail Worksheet", which are found in Appendix B of this Report. These Service Center Worksheets are matched to one another on facing pages.

### GENERAL RECOMMENDATIONS

#### Adoption of Modifications to Current Fee Structure

*It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees and allow for timely adjustment to reflect changes in the cost of providing services.*

### CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City would recover an estimated additional \$286,300 in costs, which would improve the City's financial picture. Also, the recommendations will promote increased equity between taxpayers and fee-payers, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

#### Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City Records and Archives Division fees matched up with the proposed fees for each service presented.

#### Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" includes a description of the service, the current fee structure, the recommended recovery rate, and other pertinent information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

The second worksheet, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

CITY OF SANTA BARBARA  
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES  
 COMMUNITY DEVELOPMENT RECORDS AND ARCHIVES  
 FISCAL YEAR 2020-2021

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
T-800	RECORDS MANAGMENT	\$255,712	\$415,652	(\$159,940)	61.5%	100%	\$159,900
T-800A	CASHIER SERVICES	\$7,428	\$134,406	(\$126,978)	5.5%	100%	\$127,000
T-801	PLAN SCANNING	\$22	\$16	\$6	137.5%	100%	\$0
T-805	ARCHIVED PLANS DUPLICATION	\$40,284	\$39,705	\$579	101.5%	100%	(\$600)
T-806	RECORD CERTIFICATION	\$201	\$197	\$4	102.0%	100%	\$0
<b>GRAND TOTAL</b>		<b>\$303,647</b>	<b>\$589,976</b>	<b>(\$286,329)</b>	<b>51.5%</b>		<b>\$286,300</b>

THIS PAGE  
INTENTIONALLY BLANK

APPENDIX A

SUMMARY  
OF  
CURRENT FEES  
AND  
PROPOSED FEES

**CITY OF SANTA BARBARA  
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES  
COMMUNITY DEVELOPMENT RECORDS AND ARCHIVES  
FISCAL YEAR 2020-2021**

	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
<b>T-800 RECORDS MANAGMENT</b>		
	5% Of Planning and Building fees	7% Of Planning and Building fees
<b>T-800A CASHIER SERVICES</b>		
	1.5% Of Planning, Building, and Public Works fees	\$15 per transaction, not charged against fee transactions of less than \$200
<b>T-801 PLAN SCANNING</b>		
	\$22 per plan sheet	\$16 per plan sheet
<b>T-805 ARCHIVED PLANS DUPLICATION</b>		
	1 letter/1-5 plan pages or complete set - \$98 1-5 plan pages or comp set - \$46	1 letter/1-5 plan pages or complete set - \$95 1-5 plan pages or comp set - \$50
	1 letter/6-10 plan pages - \$149 6-10 plan pages - \$98	1 letter/6-10 plan pages - \$145 6-10 plan pages - \$95
	1 letter/11-15 pages - \$196 11-15 plan pages - \$144	1 letter/11-15 pages - \$190 11-15 plan pages - \$145
	1 letter/16+ plan pages - \$247 16+ plan pages - \$196	1 letter/16+ plan pages - \$240 16+ plan pages - \$190
	2+ letters/1-5 plan pages or complete set - \$144	2+ letters/1-5 plan pages or complete set - \$145
	2+ letters/6-10 plan pages - \$196	2+ letters/6-10 plan pages - \$190
	2+ letters/11-15 pages - \$247	2+ letters/11-15 pages - \$240
	2+ letters/16+ plan pages - \$294	2+ letters/16+ plan pages - \$285
	plus actual copy costs	plus actual copy costs
<b>T-806 RECORD CERTIFICATION</b>		
	\$67 per every 20 pages	\$65 per every 20 pages

**APPENDIX B**

**REVENUE AND COST  
SUMMARY WORKSHEETS  
Matched With  
COST DETAIL WORKSHEETS**

**CITY OF SANTA BARBARA  
REVENUE AND COST SUMMARY WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>RECORDS MANAGEMENT</b>		<b>REFERENCE NO.</b> <b>T-800</b>	
<b>PRIMARY DEPARTMENT</b> RECORDS	<b>UNIT OF SERVICE</b> N/A	<b>SERVICE RECIPIENT</b> Devecloper/Resident/Business	
<b>DESCRIPTION OF SERVICE</b>  Providing records and management services for all Community Development divisions.			
<b>CURRENT FEE STRUCTURE</b>  5% Of Planning and Building fees			
<b><u>REVENUE AND COST COMPARISON</u></b>			
<b>UNIT REVENUE:</b>	<b>\$255,712.00</b>	<b>TOTAL REVENUE:</b>	<b>\$255,712</b>
<b>UNIT COST:</b>	<b>\$415,652.00</b>	<b>TOTAL COST:</b>	<b>\$415,652</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<b>\$(159,940.00)</b>	<b>TOTAL PROFIT (SUBSIDY):</b>	<b>\$(159,940)</b>
<b>TOTAL UNITS:</b>	<b>1</b>	<b>PCT. COST RECOVERY:</b>	<b>61.52%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 100%</b>  7% Of Planning and Building fees			



**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>RECORDS MANAGMENT</b>					<b>REFERENCE NO.</b> <b>T-800</b>		
<b>NOTE</b> Unit Costs are an Average of Total Units					<b>TOTAL UNITS</b> <b>1</b>		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECORDS/ARCHIVES	ADMIN/CLERICAL SUPERVISOR	25%	399.00	\$52,436.58	1	\$52,437	
RECORDS/ARCHIVES	ADMIN. SPECIALIST	Remainder Of 2	2,437.50	\$201,361.88	1	\$201,362	
RECORDS/ARCHIVES	OFFICE SPECIALIST II	50%	812.50	\$57,386.88	1	\$57,387	
RECORDS/ARCHIVES	RECORDS TECH	35%	573.33	\$54,466.35	1	\$54,466	
RECORDS/ARCHIVES		Records Mgmt	0.00	\$50,000.00	1	\$50,000	
		<b>TYPE SUBTOTAL</b>	<b>4,222.33</b>	<b>\$415,651.69</b>		<b>\$415,652</b>	
<b>TOTALS</b>			<b>4,222.33</b>	<b>\$415,652.00</b>		<b>\$415,652</b>	

**CITY OF SANTA BARBARA  
REVENUE AND COST SUMMARY WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>CASHIER SERVICES</b>		<b>REFERENCE NO.</b> <b>T-800A</b>	
<b>PRIMARY DEPARTMENT</b> RECORDS	<b>UNIT OF SERVICE</b> N/A	<b>SERVICE RECIPIENT</b> Developer/Resident/Business	
<b>DESCRIPTION OF SERVICE</b>  Providing cashier services to all Land Development divisions.			
<b>CURRENT FEE STRUCTURE</b>  1.5% Of Planning, Building, and Public Works fees			
<b><u>REVENUE AND COST COMPARISON</u></b>			
<b>UNIT REVENUE:</b>	<b>\$0.87</b>	<b>TOTAL REVENUE:</b>	<b>\$7,428</b>
<b>UNIT COST:</b>	<b>\$15.72</b>	<b>TOTAL COST:</b>	<b>\$134,406</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<b>\$(14.85)</b>	<b>TOTAL PROFIT (SUBSIDY):</b>	<b>\$(126,978)</b>
<b>TOTAL UNITS:</b>	<b>8,550</b>	<b>PCT. COST RECOVERY:</b>	<b>5.53%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 100%</b>  \$15 per transaction, not charged against fee transactions of less than \$200			

**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>CASHIER SERVICES</b>					<b>REFERENCE NO.</b> <b>T-800A</b>		
<b>NOTE</b> Unit Costs are an Average of Total Units					<b>TOTAL UNITS</b> <b>8,550</b>		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECORDS/ARCHIVES	ADMIN. SPECIALIST	25% Of 2	0.10	\$7.85	8,550	\$67,118	
RECORDS/ARCHIVES	OFFICE SPECIALIST II	25%	0.05	\$3.36	8,550	\$28,728	
RECORDS/ARCHIVES	RECORDS TECH	25%	0.05	\$4.51	8,550	\$38,561	
<b>TYPE SUBTOTAL</b>			<b>0.19</b>	<b>\$15.72</b>		<b>\$134,406</b>	
<b>TOTALS</b>			<b>0.19</b>	<b>\$15.72</b>		<b>\$134,406</b>	

**CITY OF SANTA BARBARA  
REVENUE AND COST SUMMARY WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>PLAN SCANNING</b>		<b>REFERENCE NO.</b> <b>T-801</b>	
<b>PRIMARY DEPARTMENT</b> BUILDING RECORDS	<b>UNIT OF SERVICE</b> Plan Sheet	<b>SERVICE RECIPIENT</b> Developer/Resident/Business	
<b>DESCRIPTION OF SERVICE</b>  Scanning of plans for applicants submitting papers plans.			
<b>CURRENT FEE STRUCTURE</b>  \$22 per plan sheet			
<b><u>REVENUE AND COST COMPARISON</u></b>			
<b>UNIT REVENUE:</b>	<b>\$22.00</b>	<b>TOTAL REVENUE:</b>	<b>\$22</b>
<b>UNIT COST:</b>	<b>\$16.00</b>	<b>TOTAL COST:</b>	<b>\$16</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<b>\$6.00</b>	<b>TOTAL PROFIT (SUBSIDY):</b>	<b>\$6</b>
<b>TOTAL UNITS:</b>	<b>1</b>	<b>PCT. COST RECOVERY:</b>	<b>137.50%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 100%</b>  \$16 per plan sheet			

**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>PLAN SCANNING</b>					<b>REFERENCE NO.</b> <b>T-801</b>		
<b>NOTE</b> Unit Costs are an Average of Total Units					<b>TOTAL UNITS</b> <b>1</b>		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECORDS/ARCHIVES	RECORDS TECH		0.17	\$16.15	1	\$16	
		TYPE SUBTOTAL	0.17	\$16.15		\$16	
<b>TOTALS</b>			<b>0.17</b>	<b>\$16.00</b>		<b>\$16</b>	

**CITY OF SANTA BARBARA  
REVENUE AND COST SUMMARY WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>ARCHIVED PLANS DUPLICATION</b>		<b>REFERENCE NO.</b> <b>T-805</b>	
<b>PRIMARY DEPARTMENT</b> BUILDING RECORDS	<b>UNIT OF SERVICE</b> Copy	<b>SERVICE RECIPIENT</b> Developer/Resident/Business	
<b>DESCRIPTION OF SERVICE</b>  Duplication of archived copyrighted plans, including receiving architect permissions, on request.			
<b>CURRENT FEE STRUCTURE</b>  1 letter/1-5 plan pages or complete set - \$98 1-5 plan pages or comp set - \$46 1 letter/6-10 plan pages - \$149 6-10 plan pages - \$98 1 letter/11-15 pages - \$196 11-15 plan pages - \$144 1 letter/16+ plan pages - \$247 16+ plan pages - \$196  2+ letters/1-5 plan pages or complete set - \$144 2+ letters/6-10 plan pages - \$196 2+ letters/11-15 pages - \$247 2+ letters/16+ plan pages - \$294 plus actual copy costs			
<b>REVENUE AND COST COMPARISON</b>			
<b>UNIT REVENUE:</b>	<b>\$209.81</b>	<b>TOTAL REVENUE:</b>	<b>\$40,284</b>
<b>UNIT COST:</b>	<b>\$206.80</b>	<b>TOTAL COST:</b>	<b>\$39,705</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<b>\$3.01</b>	<b>TOTAL PROFIT (SUBSIDY):</b>	<b>\$579</b>
<b>TOTAL UNITS:</b>	<b>192</b>	<b>PCT. COST RECOVERY:</b>	<b>101.46%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 100%</b>  1 letter/1-5 plan pages or complete set - \$95 1-5 plan pages or comp set - \$50 1 letter/6-10 plan pages - \$145 6-10 plan pages - \$95 1 letter/11-15 pages - \$190 11-15 plan pages - \$145 1 letter/16+ plan pages - \$240 16+ plan pages - \$190  2+ letters/1-5 plan pages or complete set - \$145 2+ letters/6-10 plan pages - \$190 2+ letters/11-15 pages - \$240 2+ letters/16+ plan pages - \$285 plus actual copy costs			

**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

SERVICE				REFERENCE NO.			
<b>ARCHIVED PLANS DUPLICATION</b>				<b>T-805</b>			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				<b>192</b>			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
RECORDS/ARCHIVES		Plan Copies	0.00	\$88.54	192	\$17,000	
		<b>TYPE SUBTOTAL</b>	<b>0.00</b>	<b>\$88.54</b>		<b>\$17,000</b>	
RECORDS/ARCHIVES	RECORDS TECH	1 Letter/1-5 Plan Pg	1.00	\$95.00	101	\$9,595	
		<b>TYPE SUBTOTAL</b>	<b>1.00</b>	<b>\$95.00</b>		<b>\$9,595</b>	
RECORDS/ARCHIVES	RECORDS TECH	1 Letter/6-10 Plan	1.50	\$142.50	12	\$1,710	
		<b>TYPE SUBTOTAL</b>	<b>1.50</b>	<b>\$142.50</b>		<b>\$1,710</b>	
RECORDS/ARCHIVES	RECORDS TECH	1 Letter/11-15 Plan	2.00	\$190.00	5	\$950	
		<b>TYPE SUBTOTAL</b>	<b>2.00</b>	<b>\$190.00</b>		<b>\$950</b>	
RECORDS/ARCHIVES	RECORDS TECH	1 Letter/16+ Plan	2.50	\$237.50	3	\$713	
		<b>TYPE SUBTOTAL</b>	<b>2.50</b>	<b>\$237.50</b>		<b>\$713</b>	
RECORDS/ARCHIVES	RECORDS TECH	2+ Letter/1-5 Plan	1.50	\$142.50	45	\$6,413	
		<b>TYPE SUBTOTAL</b>	<b>1.50</b>	<b>\$142.50</b>		<b>\$6,413</b>	
RECORDS/ARCHIVES	RECORDS TECH	2+ Letter/6-10 Plan	2.00	\$190.00	5	\$950	
		<b>TYPE SUBTOTAL</b>	<b>2.00</b>	<b>\$190.00</b>		<b>\$950</b>	
RECORDS/ARCHIVES	RECORDS TECH	2+ Letter/11-15 Plan	2.50	\$237.50	3	\$713	
		<b>TYPE SUBTOTAL</b>	<b>2.50</b>	<b>\$237.50</b>		<b>\$713</b>	
RECORDS/ARCHIVES	RECORDS TECH	2+ Letter/16+ Plan	3.00	\$285.00	2	\$570	
		<b>TYPE SUBTOTAL</b>	<b>3.00</b>	<b>\$285.00</b>		<b>\$570</b>	
RECORDS/ARCHIVES	RECORDS TECH	1-5 Plan Pages	0.50	\$47.50	12	\$570	
		<b>TYPE SUBTOTAL</b>	<b>0.50</b>	<b>\$47.50</b>		<b>\$570</b>	
RECORDS/ARCHIVES	RECORDS TECH	6-10 Plan Pages	1.00	\$95.00	2	\$190	

THIS PAGE

INTENTIONALLY BLANK

The costs shown on the facing page are  
a continued listing of costs listed on  
the page immediately preceding.



**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>ARCHIVED PLANS DUPLICATION</b>					<b>REFERENCE NO.</b> <b>T-805</b>	
<b>NOTE</b> Unit Costs are an Average of Total Units					<b>TOTAL UNITS</b> <b>192</b>	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
		<b>TYPE SUBTOTAL</b>	<b>1.00</b>	<b>\$95.00</b>		<b>\$190</b>
RECORDS/ARCHIVES	RECORDS TECH	11-15 Plan Pages	1.50	\$142.50	1	\$143
		<b>TYPE SUBTOTAL</b>	<b>1.50</b>	<b>\$142.50</b>		<b>\$143</b>
RECORDS/ARCHIVES	RECORDS TECH	16+ Plan Pages	2.00	\$190.00	1	\$190
		<b>TYPE SUBTOTAL</b>	<b>2.00</b>	<b>\$190.00</b>		<b>\$190</b>
<b>TOTALS</b>			<b>21.00</b>	<b>\$206.80</b>		<b>\$39,705</b>

**CITY OF SANTA BARBARA  
REVENUE AND COST SUMMARY WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>RECORD CERTIFICATION</b>		<b>REFERENCE NO.</b> <b>T-806</b>	
<b>PRIMARY DEPARTMENT</b> BUILDING RECORDS	<b>UNIT OF SERVICE</b> Request	<b>SERVICE RECIPIENT</b> Developer/Resident/Business	
<b>DESCRIPTION OF SERVICE</b> Certification of a City document on request.			
<b>CURRENT FEE STRUCTURE</b> \$67 per every 20 pages			
<b><u>REVENUE AND COST COMPARISON</u></b>			
<b>UNIT REVENUE:</b>	<b>\$67.00</b>	<b>TOTAL REVENUE:</b>	<b>\$201</b>
<b>UNIT COST:</b>	<b>\$65.67</b>	<b>TOTAL COST:</b>	<b>\$197</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<b>\$1.33</b>	<b>TOTAL PROFIT (SUBSIDY):</b>	<b>\$4</b>
<b>TOTAL UNITS:</b>	<b>3</b>	<b>PCT. COST RECOVERY:</b>	<b>102.03%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 100%</b> \$65 per every 20 pages			

**CITY OF SANTA BARBARA  
COST DETAIL WORKSHEET  
2020-2021**

<b>SERVICE</b> <b>RECORD CERTIFICATION</b>				<b>REFERENCE NO.</b> <b>T-806</b>		
<b>NOTE</b> Unit Costs are an Average of Total Units				<b>TOTAL UNITS</b> <b>3</b>		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
RECORDS/ARCHIVES	ADMIN/CLERICAL SUPERVISOR	Per Every 20 Pages	0.50	\$65.71	3	\$197
<b>TYPE SUBTOTAL</b>			<b>0.50</b>	<b>\$65.71</b>		<b>\$197</b>
<b>TOTALS</b>			<b>0.50</b>	<b>\$65.67</b>		<b>\$197</b>